

**FIRE MARSHAL**

**I. Position Identification:**

- A) Title: Fire Marshal
- B) Bargaining Unit: Fire Management
- C) Customary Work Hours: Hours vary depending upon assignment. Typically a 40 hour scheduled work week.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Fire Division Chief
- F) Directs the Work of: Fire Safety Inspector I/II and related staff
- G) Living Restriction: The Fire Marshal shall be assigned as an on call Fire Investigator as needed. Effective January 1, 2015, all employees hired into this classification, living outside a sixty (60) minute response time of Yuba City Fire Headquarters, must within six (6) months of appointment, establish and maintain a permanent residence within a geographic proximity that ensures a thirty (30) minute response time (under normal, non-peak driving conditions) to Yuba City Fire Headquarters. This response time requirement is considered a mandatory qualification for employment. Google Maps will be the tool for determining geographical proximity.

**H) Educational and/or Experience Requirements:**

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Completion of AA/AS Degree with major coursework in Fire Technology, Fire Administration, Public Administration or a closely related field. Continuing education in supervisor/management coursework is highly desirable.

Experience: Eight (8) years of recent, progressively responsible, full-time work experience in the fire service or closely related field including at least two (2) years as a Fire Prevention Officer/Inspector in a governmental fire prevention bureau or agency. Three (3) years of supervisory responsibilities within the Fire Service preferred.

OR

Education: Formal or informal education sufficient to assure the ability to read and write at a level required for successful job performance. At least nine (9) units of ICS, leadership, management or supervisory coursework must be completed within one (1) year from date of hire or a completion date in writing approved by the Fire Chief. The City has the sole discretion to substitute a combination of the education and experience in lieu of meeting the education requirement.

Experience: Ten (10) years increasingly responsible job related work experience as outlined above can be substituted for the formal education requirement.

**I) Licenses and/or Certificates Required:**

Incumbents must possess valid evidence of completion of the State of California PC 832 course, California State Fire Marshal Certification, Fire Investigation Level 1 and Level II, Certification as a Plans Examiner (Prevention 3A & 3B), Certified Fire Protection Specialist and Public Education Officer or equivalent as approved by the Fire Chief. Experience in enforcing or knowledge of CFC, CBC, T-19, Penal Code, Vehicle Codes, Health and Safety Codes (H&S), ICBO Building Codes and certified as a California Fire Code Inspector is highly desirable. Possession of a valid California driver's license is required.

**II. FLSA Status:** Exempt

**III. Position Summary:**

Under general direction of the Fire Division Chief, performs skilled building, health and safety inspection work in the interpretation and enforcement of applicable codes and regulations; delivery of public education on fire and life safety, fire hazard identification, reduction and mitigation and related topics; fire cause and origin investigation; manage fire prevention activities of shift personnel; manages and reviews the work of fire inspection staff; and perform other related duties as assigned.

The Fire Marshal is at the level of Fire Management. The incumbent independently plans and directs work in assigned specialty areas including plan checking and field inspection if necessary. Incumbents in the classification of Fire Marshal are

distinguished from the Fires Safety Inspector I/II by the ability to supervise others, the responsibility to manage projects, the higher level of knowledge and experience required and the addition of responsibility to make recommendations regarding changes in policies, procedures and/or administration based on analysis, research and administrative experience. The Fire Marshal is responsible for providing technical assistance to Chief Officers, Fire Captains, Fire Safety Inspectors, Building Inspectors and suppression personnel. The Fire Marshal is also expected to manage the fire prevention and public education efforts of shift personnel through the Fire Captains as assigned.

#### **IV. Essential Functions:**

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City.

1. Assists in the development and implementation of fire prevention policies and procedures as necessary.
2. Plans, directs and participates with Departmental management regarding the provision of fire and life safety services.
3. Assists in the development of the Fire Prevention Bureau budget, goals, objectives and work program.
4. Drafts recommendations and/or City Council Staff Reports for codes, standards and/or ordinance changes related to fire prevention, weed and nuisance abatement.
5. Prepare clear and concise correspondence including memoranda, records, reports to building owners or tenants regarding violations and required corrective actions.
6. Prepares warning/corrective letters to property owners or contractors and pursues compliance through the appropriate channels.
7. Enforces policies, procedures, regulations, ordinances and resolutions adopted by the City.
8. Inspects private and public buildings for compliance with pertinent life safety, building and fire safety standards as mandated by Federal, State and City Codes.
9. Inspects buildings under construction for compliance with Building Code sections which relate to fire prevention, detection and suppression.
10. Reviews plans for new construction, fire detection and fire suppression systems.
11. Works with builders and developers in advance of their projects in an effort to educate and inform them of code requirements and alternatives when necessary.

12. Lectures to groups on fire safety, evacuation, fire suppression with portable equipment, use of fire alarms and fire suppression systems and other related topics.
13. Receives and responds to telephone inquiries and complaints.
14. Coordinates, develops and maintains records of inspections for all building and assures inspection schedules are carried out.
15. Manages annual weed abatement and nuisance abatement programs.
16. Investigates significant and suspicious fires for cause and origin; works with law enforcement related to prosecution efforts.
17. Coordinates, develops, and delivers fire prevention training to shift and subordinate personnel.
18. Coordinates and maintains records and files of fire prevention bureau activities.
19. May evaluate performance of assigned subordinate personnel and initiates recognition/disciplinary procedures when appropriate.
20. Serves as one of the Department's representatives to the City's Development Review Committee (DRC).
21. Develops and maintains positive public relations with emphasis on customer service.
22. May be assigned a staff position in the Incident Command System (ICS) for emergency situations.
23. Fosters employee empowerment in the delivery of services.
24. Encourages employees to develop innovative ideas.
25. Has the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily activities.
26. Responsible for carrying out the mission of the City and the department and adherence to the City's and Department's organization values.
27. Develops and maintains positive public relations with emphasis on customer service.

**V. Job Related and Essential Qualifications:**

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

**A. Knowledge of:**

- Principles, practices, methods and techniques of modern fire prevention and fire cause investigation.

- Federal, State and City codes, ordinances and regulations pertaining to fire and life safety and building construction.
- Departmental policies and procedures.
- Hazardous materials, their proper manufacturing, use and storage requirements.
- Basic fire science, fire technology and fire behavior.
- Types and uses of portable fire extinguishers.
- Fire alarm systems.
- Computers and software applicable to Fire Department operations.
- Basic supervisory principles and practices.
- Principles and techniques of building inspection.

**B. Skills at:**

- Planning, directing and managing subordinates and assigned programs.
- Preparing and administering departmental budget.
- Developing and administering sound departmental policies.
- Interpreting and making decisions in accordance with laws, regulations, ordinances and policies.
- Preparing clear, concise and comprehensive written reports.

Enforcing rules, regulations and procedures.

- Effectively working with employees' problems and concerns.
- Analyzing administrative and organizational problems and make appropriate recommendations.

**C. Ability to:**

- Maintain regular and predictable attendance.
- Plan, direct and organize a fire prevention bureau.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate support personnel.
- Formulate and administer Department procedures.
- Understand, interpret and enforce fire and life safety codes and regulations.
- Maintain records and prepare reports.

- Read and interpret diagrams, plan and specifications.
- Respond effectively, both orally and in writing, to citizen inquiries and complaints.
- Establish and maintain cooperative working relationships with fire department personnel, other agencies and the public.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Identify with management and City goals and objectives and support City needs and priorities.
- Keep abreast of new and changing technology and procedures relevant to this position.
- Promote a customer service focus in forging cooperative public relations.

**VI. Physical Demands/Qualifications:**

1. Ability to successfully pass the Fire Department's annual physical assessment.
2. Ability to perform tasks requiring strength and stamina, such as lifting, moving, pushing or pulling equipment and objects.
3. Ability to lift and carry items weighing up to 20 lbs. for distances up to 50 feet without assistance.
4. Hearing sufficient to distinguish various sounds, such as alarms, voices of coworkers and waning horns or siren in both quiet and noisy environments.
5. Manual dexterity and vision sufficient to grasp/use tools and operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eyestrain.
6. Visual acuity for depth perception, reading gauges, documents and street maps.
7. Verbal communication, including projecting a voice that can be heard in a noisy environment.
8. Work in confined spaces.
9. Work odd and irregular hours while maintaining a high level of cognitive, interpretive and judgment skills.
10. Ability to sit, stand, walk, stoop, bend, climb, twist, crawl, kneel to perform site inspections, and other related Fire duties.
11. Requires ability to stand, climb and walk for potentially long periods of time throughout the workday.
12. Ability to ascend and descend stairs and ladders.

13. Ability to drive a motor vehicle.
14. Requires personal protective equipment (PPE) appropriate for job assignments, weighing at least 50 pounds.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**VII. Non-Physical Demands/Qualifications:**

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Must be able to effectively present to both large and small audiences.
3. Operate under tight deadlines.
4. Ability to review plans quickly and accurately and with a high level of accuracy.
5. Must possess a high level of integrity.
6. Be highly organized and detail oriented and possess the ability to prioritize a number of projects.
7. Remain calm and work effectively under stressful situations.
8. Highly organized and detail oriented.

**VIII. Environmental Conditions:**

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperatures, humidity and can include high wind and rain. Incumbent may occasionally be required to work on slippery or uneven surfaces and within and near areas where hazardous chemicals are present.

**IX. Other duties and requirements:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.